



JOB DESCRIPTION  
CITY OF TROY, AL  
EXTERNAL

**CLASSIFICATION TITLE: Grounds, Horticulture, and Logistics Superintendent**

**FLSA DESIGNATION: EXEMPT, UNCLASSIFIED**

**OPENING DATE: February 19, 2016**

**CLOSING DATE: EXTENDED THRU MARCH 4, 2016**

**PAY RATE: Compensation based on experience and budget allowance.**

**SUMMARY DESCRIPTION:**

The purpose of this position is to develop, plan, organize, supervise, and coordinate the work of the Grounds Department, which houses the horticulture and event logistics operations, to ensure safe, productive and time efficient accomplishment of departmental operations. Supervises and participates with employees engaged in streetscaping, landscaping and maintenance activities such as planting, removing, transplanting, cultivating, trimming, spraying, fertilizing, pruning and irrigating necessary for the healthy growth of trees, shrubs, plants, and flowers and for the beautification and sustainability of the City. Manages Troy's urban forest resources, greenspaces, beautification, and community gardens programs to improve the quality of life, the environment, and the economic well-being of citizen's and guests. Acts as the City Forester. This position also manages and coordinates the logistics and set-up for City affiliated and special events within the City of Troy.

**REPRESENTATIVE DUTIES:** Under the direction of the Mayor.

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

- Directs and oversees the activities of the Grounds Department, which houses the horticulture and event logistics operations; allocates workload; monitors status of work activities; organizes and prioritizes department workload; makes work assignments; monitors status of work in progress; inspects completed work; establishes short and long term goals and objectives for the department; provides advice and technical expertise.
- Supervises, directs, trains, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining and completing employee performance appraisals.
- Participates in the development of goals and objectives as well as policies and procedures; makes recommendations for changes and improvements to existing standards, policies, and procedures; participates in the implementation of approved policies and procedures; monitors work activities to ensure compliance with established policies and procedures.
- Reviews work orders and appropriately schedules personnel and equipment.
- Monitors and controls supplies and equipment; orders supplies and tools as necessary; prepares documents for equipment procurement, including equipment specifications.
- Manages contract maintenance programs, including preparing bid specifications, evaluating bids, awarding contracts and administering contracts.
- Participates in the preparation and administration of the department budget; submits budget recommendations; monitors expenditures.

- Ensures the safety of the workplace and employees, trains and oversees employees in OSHA standards and requirements. Responds to situations in order to confine, resolve or prevent injurious or otherwise hazardous conditions.
- Horticulture Operations (*Landscape Services*)
  - Supervises and participates with employees engaged in streetscaping, landscaping and turf maintenance activities such as planting, removing, transplanting, cultivating, trimming, spraying, fertilizing, pruning and irrigating necessary for the healthy growth of trees, shrubs, plants, and flowers.
  - Assists in the development of landscape plans and specifications. Plans and implements landscape renovations and new installations. Ensures the suitability and quality of purchased plant materials.
  - Manages maintenance personnel engaged in the proper horticultural maintenance of flowers, trees, grasses and plants.
  - Plans, coordinates and assists in the design of irrigation systems. Supervises the installation and maintenance of irrigation systems.
  - Plans, organizes, and directs training for employees in all phases of turf and landscape management practices and equipment use and operations.
  - Determines the need for applications of fertilizer, herbicide, pesticide, soil conditioner, and other turf or landscape maintenance procedures; supervises and performs spraying of herbicides, insecticides, fungicides, and pesticides to control undesirable growth, rodents, and pests; calibrate and operates spraying equipment in applying fertilizers and other growth agents to stimulate growth and beautification of grass and other plants.
  - Prepares specifications for landscaping and irrigation project supplies, equipment and material.
  - Researches and designs landscape plans and specifications. Plans and implements landscape renovations and new installations. Ensures the suitability and quality of purchased plant materials.
  - Plans landscaped areas to enhance the beauty of the City, selecting plant materials for aesthetic and maintenance compatibility.
  - Supervises the installation and maintenance of sprinkling systems and establishes irrigation schedules.
  - Supervises the planting, fertilizing, and maintenance of lawn and tree areas.
  - Directs and supervises the preparation and application of chemicals for the control of weeds, lawn pests and diseases.
  - Assists the Planning & Zoning Administrator / Community Development Director with the development of landscape guidelines, landscape beautification programs, street tree programs, comprehensive streetscape design plans, community gardens, and related programs and projects intended to enhance the physical quality of the City. Supervises and participates with employees engaged in the activities of maintaining such programs and projects.
- Acts as City Forester
  - Develops and monitors processes, which maintain a healthy urban forest. Recommends City tree planting plans.
  - Coordinates the inspection, replacement, planting, fertilization, pruning and pest control for street and park trees and trees within City forests.
  - Maintains tree inventory and hazard tree assessment for street and park trees and trees within City forests.
  - Assists the Planning & Zoning Administrator / Community Development Director in the research, development, organization, and implementation of forestry or landscape related ordinances and projects that will benefit the City of Troy; implements and enforces such applicable ordinances.
  - Coordinates, maintains and develops planting and maintenance specifications for the City.
  - Meets with citizens one-on-one to discuss requests for tree maintenance/removal activities on City owned properties.
  - Supervises and coordinates public education; Plans and conducts community workshops on forestry and horticulture subjects.

- Event Logistics
  - Coordinates the logistical specifications for City affiliated and special events and parades.
  - Supervises and participates with employees engaged in the developing, planning, organization, and coordination of City affiliated and special events and parades.
  - Directs and performs the setup, tear down, and clean up duties related to such City affiliated and special events and parades.
  - Manages inventory of equipment and supplies needed for such City affiliated and special events and parades, such as, but not limited to, tents, tables, chairs, floats, and decorations. Maintains orderly storage of event supplies for future use.
  - Supervises and participates with employees engaged in the installation of City seasonal decorations.
  - Manages contract event logistics, including preparing specifications, evaluating bids, awarding contracts and administering contracts.
  - Provides audio and/or visual support for events when needed.
  - Attends and provides support for various special events.
  - Maintains City erected flags and coordinates the installation and removal of additional flags flown on special days, such as, but not limited to, Independence Day, Flag Day, Memorial Day, and September 11, and Veterans Day. Lowers such flags, as required.
- Works closely with and assists the Planning & Zoning Administrator / Community Development Director on various events, projects, and programs related to, but not limited to, downtown revitalization and events, landscaping, beautification, Keep Troy Beautiful, streetscaping, trees, forestry or landscape related ordinances and projects, and community gardens.
- Assists in the research, development, organization, and implementation of other programs and projects that will benefit the City of Troy.
- Provides customer service and assistance to the public; responds and assists with customer inquiries, making customer service a top priority.
- Develops and maintains relationships with all necessary City departments and organizations. Works cooperatively with various departments, as needed.
- Develops and maintains relationships with organizations, business/land owners, Downtown Development Authority, Keep Troy Beautiful Inc. Board, and City Council, as assigned.
- Performs other related duties as assigned.

## QUALIFICATIONS

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

- Knowledge of landscaping and horticulture practices.
- Knowledge of the materials, methods and techniques used in landscape maintenance; the use and application of fertilizers, non-restricted use and restricted use chemicals; the growth characteristics of south Alabama horticultural and ornamental plants; disease, insect and weed problems and methods of control.
- Knowledge of irrigation systems; nursery production, tree trimming, tree maintenance, etc. Ability to diagnose and treat plant and tree ailments.
- Ability to work outside and handle plants, fertilizers, herbicides, insecticides and fungicides.
- Knowledge of standards, practices of event management including but not limited to project management, staging an event, risk management, site procurement, communications and consumer/vendor relations.
- Knowledge of community resources, volunteer, funding, and development resources.
- Knowledge of management and supervisory techniques.
- Knowledge of contract management, ability to read landscape architectural plans and specifications and

to prepare reports and budgets.

- Ability to read and interpret plans and specifications.
- Ability to maintain records.
- Ability to operate and maintain department equipment and vehicles.
- Ability to prioritize, organize, estimate time, materials, and equipment needed to perform horticulture operations and event logistics work.
- Ability to communicate effectively with employees of all levels and the public.
- Ability to train and give technical direction to employees; and to supervise the work of others in a manner conducive to full performance and high morale.
- Knowledge of techniques involved in budgeting, oversight of personnel and contractors, administration, and operations management.
- Knowledge of landscape design and basic computer skills in Word, Excel, and Publisher.
- Skill in the use of office equipment and technology, including hardware, software, computers and specialized production equipment, and the ability to master new technologies.
- Knowledge of legal agreements and binding contracts.
- Skill in planning and coordinating large scale events.
- Skill in public relations.
- Skill in operating audiovisual, sound, and lighting equipment.
- Skill in oral and written communication.
- Ability to effectively communicate ideas and concepts orally and in writing, and make presentations in the public forum.
- Ability to establish and maintain effective working relationships and use good judgment, initiative and resourcefulness when dealing with city employees, volunteers, contractors, elected officials, and the public.
- Ability to exercise a high degree of diplomacy in contentious or confrontational situations.
- Ability to critically assess situations, problem-solve, and work effectively under stress, within deadlines and changes in work priorities.
- Ability to work flexible hours and attend meetings scheduled at times other than normal business hours, travel to other locations.
- Knowledge of English usage, spelling, grammar and punctuation.

## MINIMUM QUALIFICATIONS

1. A Bachelor's Degree or Certification in Agriculture, Forestry, Landscape Architecture or related field.
2. Five (5) years of responsible horticultural or landscape experience to include supervisory and administrative duties.
3. Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.
4. Must have or obtain a Pesticide Application License within the first six months of employment.
5. May be necessary to obtain specialized license or certificate related to area of assignment as required by the position, such as, applicable Arborist Certification, Grounds Manager Certification, Landscape Maintenance Certification, and/or Turf and Landscape Fertilizer Certification.
6. Possession of a sound knowledge and commitment of OSHA standards, directives, national consensus standards related to landscape and horticulture services, safety and health programs, general resources, and Youth Workers resources.
7. Possession of a sound knowledge of FFA (Future Farmers of America) and SAE (Supervised Agricultural Experience), desired.

8. Must have a valid Alabama Driver's License, a good driving record and proof of insurance.
9. Subsequent to job offer, must submit to and pass a pre-employment physical, and drug and alcohol screening.
10. Subsequent to job offer, position subject to satisfactory background check.

**MINIMUM REQUIREMENTS TO PERFORM ESSENTIAL FUNCTIONS:**

The following requirements are normal for this classification. Specific requirements may not apply to all positions within this classification, but are determined by the normal requirements for the particular position.

<b>Essential Physical Abilities</b>
Work is primarily performed in an outdoor setting and some indoor work. Job requires medium to heavy physical labor regarding many daily responsibilities including, but not limited to, grass mowing, irrigation repair and maintenance, planting, trash cleanup of facilities, janitorial responsibilities, construction of special projects and more. Lifting of 50 pounds is expected.
<b>Supervisory Control</b>
The Mayor assigns work in terms of general instructions. The supervisor develops, plans, organizes, supervises, and coordinates the work of the Grounds Department, which houses the horticulture and event logistics operations, to ensure safe, productive and time efficient accomplishment of departmental operations. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.
<b>Guidelines</b>
Guidelines include City of Troy Personnel Policies and procedures, benefits policies and procedures, the Risk Management Manual, and the City of Troy Core Values. These guidelines are generally clear and specific, but may require some interpretation in application.
<b>Complexity</b>
The work consists of grounds, horticulture and event logistics operations and supervision, related duties. The ability to operate machinery and the daily upkeep of facilities and equipment and to prioritize and organize work and staff contributes to the complexity of this position. Includes exercising judgment in determining time, place and/or sequence of operations.
<b>Scope &amp; Effect</b>
The purpose of this position is to provide customer service to the general public, and to act under the supervision of the Mayor. Success in this position results in greater effectiveness of the City of processes and services.
<b>Personal Contacts</b>
Contacts are typically with customers, employees, co-workers, support agencies, and members of the general public.
<b>Purpose of Contacts</b>
Contacts are typically to give or exchange information, resolve problems, and provide services.
<b>Work Environment</b>
The work is typically performed in an office setting.
<b>Supervision Exercised</b>
None.

**NOTE:**

Statements included in this description are intended to be representative of the duties and responsibilities of this job and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included. This job may also require meetings outside of normal business hours or work on weekends and evenings. Required traveling by auto for training or job assessments.

IF YOU BELIEVE THAT YOU ARE QUALIFIED FOR THIS POSITION AND WOULD LIKE TO COMPLETE AN APPLICATION, BLANK APPLICATIONS ARE AVAILABLE FROM:

City of Troy Department of Human Resources  
301 Charles W. Meeks Avenue  
Troy, AL 36081

RESUMES WILL NOT SUBSTITUTE FOR AN APPLICATION. APPLICATIONS WILL REMAIN ON FILE 6 MONTHS FROM CLOSING DATE.

*The City of Troy is an Equal Opportunity Employer*